Home Start
Support and friendship for families

Volunteer monthly expense claim form

This form is to be completed by the volunteer and returned to the Home-Start office each month.

The following expenses were incurred by me during my work as a Home-Start volunteer:

Name:		Address:			Month: Year:		
Date	Journey from	Journey to	Purpose of journey	Mileage	Fares	Tele calls	Other expenses
TOTAL							

NOTES: 1. If you need to make telephone calls in connection with your FAMILY visits, please try to keep them at the cheapest rate 2. Please discuss with the co-ordinator, beforehand if possible, any other miscellaneous expenses. 3. **Submit claim by the of the month**	Total Claim	£

If your claim includes car mileage please complete: -

"I certify I hold a full driving licence and have adequate insurance cover, the car is roadworthy, taxed and has a current MOT certificate."

Signed: _____

Signed: _____ _____ Date	FOR OFFICE USE Checked _____ Authorised _____ Payment made on _____ Cheque No _____

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